

**PRACTICES AND PROCEDURES FOR  
UNITED STATES MAGISTRATE  
JUDGE CYNTHIA REED EDDY**

Last revised 1/26/12

## **CHAMBERS PRACTICES AND PROCEDURES OF MAGISTRATE JUDGE CYNTHIA REED EDDY**

### **I. GENERAL MATTERS**

#### **A. Communications with the Court**

Counsel are not to send letter motions/briefs to Magistrate Judge Eddy unless she specifically requests or approves this practice. Requests for the rescheduling of conferences may be made by telephone to the Court's Deputy Clerk, but only if counsel for all parties are on the line. Otherwise, such requests are to be made by motion stating whether other counsel consent to rescheduling and setting forth alternative conference dates on which all counsel agree.

#### **B. Communications with Chambers**

Counsel may contact Magistrate Judge Eddy's staff to discuss administrative matters and to inquire as to the status of pending motions.

#### **C. Telephone Conferences**

Requests for counsel or parties to participate by phone will be considered on a case by case basis, although such requests are generally disfavored. Unless otherwise ordered, initial case management conferences and settlement conferences will not be conducted over the telephone.

When a telephone conference by all counsel is permitted, counsel must initiate the call and contact the Court once all parties are on line.

#### **D. Pro Hac Vice Admissions**

Pro hac vice motions are routinely granted, as long as all of the requirements of Local Rule 83.2.B. are met.

#### **E. Comments to the Media**

Attorneys are expected to adhere to Local Rule 83.1, 83.3 and the Rules of Professional Conduct in all dealings, including those with the media.

### **II. MOTIONS PRACTICE**

#### **A. Oral Argument**

Oral argument is reserved for factually or legally complex matters. The parties may file a motion requesting oral argument although such motions are generally disfavored. If the Court deems oral argument to be appropriate, an Order will issue. Magistrate Judge Eddy does not set aside a specific day or time for argument of motions.

**B. Briefs**

With the exception of motions for enlargement of time and for a continuance, all motions must be accompanied by a brief. The supporting brief must be filed contemporaneously with the motion. The brief may be omitted if the motion contains sufficient argument and legal citations to permit meaningful judicial review.

**1. Page Limitations**

Magistrate Judge Eddy imposes a page limitation of twenty (20) pages for all dispositive and responsive briefs. The page limitation for non-dispositive moving and responsive briefs is five (5) pages.

**2. Citation to Unpublished Opinions**

When citing to unpublished opinions, counsel are to use the Westlaw citation rather than the LEXIS cite.

**3. Reply Briefs**

Reply briefs of no more than five (5) pages may be filed within fourteen (14) days of service of a response to a dispositive motion. No sur-reply to a dispositive motion shall be filed without leave of court.

**4. Font**

All motions and briefs shall use a font not smaller than 12, double spaced with one inch page margins.

**C. Chamber Copies of Motion Papers**

Because all motions and briefs filed with the Court are available on CM/ECF, courtesy copies should not be forwarded to the Court unless requested by the Court.

**D. Scheduling**

Responses to non-dispositive motions shall be filed within fourteen (14) days of service, and responses to dispositive motions shall be filed within thirty (30) days of service, unless a separate briefing Order has been issued.

Summary judgment motions are generally scheduled to be filed within thirty (30) days of the close of discovery. Counsel must follow Local Rule 56.1.

**E. Evidentiary Hearings**

The scheduling of evidentiary hearings is determined on a case by case basis.

**F. Motions *In Limine***

Motions *in limine* and supporting briefs are expected prior to trial and a date for filing same will be set at the final pretrial conference. Generally, the Court will rule on these motions prior to trial.

**G. Proposed Orders**

In accordance with local rules, each and every motion shall be accompanied by a proposed order of court. The order of court shall include language detailing the specific relief sought, and not simply that the motion “is granted.” For example, a proposed order that would dismiss some but not all of multiple defendants or claims from the case shall specify the defendants or claims to which it applies.

The Court may sua sponte strike any motion for failure to attach a proposed order of court.

**III. CIVIL CASES**

**A. Pretrial Procedures**

**1. Local Rule 16.1**

The Court uses an Order Scheduling Initial Case Management Conference based on Local Rule 16.1. Said Order additionally requires the parties to submit a Joint Proposed Case Management Order prior to the Initial Case Management Conference. See Appendix A. Pretrial statements must comply with Local Rule 16.1.C.

**2. Conferences**

**a. Initial Case Management Conferences**

Magistrate Judge Eddy schedules an initial case management conference within approximately two weeks of the filing of the answer(s) or motion(s) to dismiss by defendant(s). A motion to dismiss filed in lieu of an answer will not delay the initial case management conference, unless otherwise ordered. Lead trial counsel shall attend the initial case management conference.

The following matters are generally discussed at the initial case management conference: (1) length of time needed for discovery; (2) ADR/settlement elections; (3) the Court's standing Order on Motions Practice; and (4) dates that will control pretrial scheduling.

**b. Post-Discovery Conferences**

A post-discovery conference will be scheduled within two weeks of the close of discovery. Lead trial counsel must attend.

**c. Settlement Conferences**

Magistrate Judge Eddy requires that trial counsel and a representative of each party with full settlement authority, including insurance companies,

attend all settlement conferences. It is counsel's responsibility to ensure that the attending representative has full settlement authority.

**d. Other Conferences**

Additional case management conferences may take place at the request of counsel or at the Court's discretion.

**3. Settlement**

At every conference, at each stage of the litigation, the Court will explore the possibility of resolving the case short of continued litigation and may suggest arbitration, early neutral evaluation, mediation, or other forms of ADR.

With the exception of social security appeals, petitions for habeas corpus and prisoner civil rights cases, all cases filed after January 1, 2008, are required to participate in the Court's ADR program pursuant to Local Rule 16.2.

At least three days prior to a scheduled settlement conference, the parties shall submit to Magistrate Judge Eddy's chambers a confidential settlement conference statement. The statements may be faxed to Jack Hamilton, the Deputy Clerk, at (412) 208-7583, or emailed to [Jack.Hamilton@pawd.uscourts.gov](mailto:Jack.Hamilton@pawd.uscourts.gov). To ensure candor, the position statements are not to be filed with the Clerk of Courts, nor served upon the other party, and the Court will not disclose the content of any statement to opposing counsel. The confidential settlement conference statement shall include the following:

- a.** A brief statement of the facts of the case;
- b.** A brief statement of the claims and defenses, including a forthright evaluation of the parties' likelihood of prevailing on the claims and defenses, and a description of the major issues in dispute;
- c.** An estimate of the cost and time to be expended for trial;
- d.** The relief sought;
- e.** The party's position on settlement, including present demands and offers and history of past settlement discussions, offers, and demands; and
- f.** Any other evidence, including depositions or trial exhibits, that counsel believes would be useful to Magistrate Judge Eddy in analyzing the case.

**4. Extensions and Continuances**

Requests for extensions of time and continuances shall be presented by written motion, contain supporting facts and indicate the position of opposing counsel. Any such motion shall include a proposed scheduling order adjusting any dates that would be affected by an extension or continuance. Reasonable extensions generally will be granted.

**B. Discovery Matters**

**1. Length of Discovery Period and Extensions**

Magistrate Judge Eddy solicits input from counsel on the anticipated length of discovery required. In this regard, counsel must comply with Local Rule 26, the provisions of Fed. R. Civ. P. 26 generally, and must file the written report required by Fed. R. Civ. P. 26(f) proposed discovery plan prior to the initial case management conference. Please see Order Setting Initial Case Management Conference, Appendix A.

Generally, for cases filed after January 1, 2008 that are subject to the Court's ADR program, the length of discovery shall be 150 days if the parties choose mediation or early neutral evaluation as their ADR process. If the parties choose arbitration, the length of discovery shall be 120 days.

**2. Expert Witnesses**

The Court has no specific practice with regard to discovery depositions of expert witnesses. Expert depositions may be taken after the close of factual discovery.

**3. Discovery/Deposition Disputes**

For discovery disputes that arise during a deposition, all of the attorneys may jointly call the Court to resolve the matter at that time. All other discovery disputes shall be presented in a written motion accompanied by a certification as required by Federal Rule of Civil Procedure 37(a)(1).

Counsel are specifically advised of Judge Eddy's practice to require each party to submit a proposed order that would resolve the pending discovery dispute in its entirety, and generally, to sign the proposed order that the Court determines represents the most reasonable resolution of the dispute.

**4. Stay of Discovery**

The filing of a motion to dismiss or other dispositive motion generally will not stay discovery. For cases participating in the ADR program, it is the policy of the

Court generally not to stay discovery. However, the Court will entertain at the initial case management conference reasonable requests for limited discovery deemed necessary to conduct a meaningful ADR session. A stay may be sought by motion but will be granted only if the right to relief is clear or some other compelling reason exists.

Counsel should initiate and advance discovery expeditiously so that motions to compel, to quash, etc. may be decided with sufficient time to thereafter complete discovery within the allotted discovery period.

**5. Limitations on Discovery**

The Court follows the Federal Rules of Civil Procedure on this matter and does not impose additional restrictions or limitations.

**6. Rule 11 Motions - Rule 37 Sanctions**

Counsel are expected to comply with the federal and local rules. The Court has no additional requirements and will rule promptly.

**C. Injunctions and TROs**

Either upon consent of the parties or referral by a District Court Judge to Magistrate Judge Eddy, a briefing schedule will be issued and a hearing date will be scheduled. Requests for and the use of expedited discovery are considered on a case by case basis.

Ex parte contact with the Court should be avoided. Therefore, in an injunction and/or temporary restraining order, the moving party must establish that serious efforts were made to contact the opposing party or its counsel prior to seeking relief, supported by the F.R.Civ.P.65(b) Affidavit regarding the same. Otherwise, the Court will not hold a hearing on the matter or issue a temporary restraining order.

The moving papers in support of a motion for a temporary restraining order or preliminary injunction should include affidavit(s) in support of the motion with all relevant agreements attached to the affidavit(s). Any response to the motion for temporary restraining order or preliminary injunction must be accompanied by affidavits(s).

All requests for injunctions and temporary restraining orders are handled as expeditiously as possible and the Court will, in its discretion, and after review of the pleadings and affidavit(s), determine whether or not to conduct a hearing and, if so, the scope of the testimony.

## **D. Trial Procedures**

### **1. Scheduling of Cases**

A date certain will be given for trial following the final pretrial conference. Vacation schedules and personal/professional obligation conflicts of the attorneys, parties and witnesses will be accommodated where possible and the Court must be notified of any conflict as soon as possible.

At the pretrial conference, witness lists, exhibits, motions in limine, jury instructions, voir dire, verdict slips and any other pretrial matters will be discussed, in detail, and generally ruled upon. As such, counsel should be prepared to make all arguments thereon.

### **2. Trial Hours/Days**

Generally, cases will be tried Monday through Thursday, 9:00 a.m. to 4:00 p.m., with breaks when appropriate. Magistrate Judge Eddy will meet with counsel before and after these appointed times to discuss trial/evidentiary issues, and before the afternoon session.

Counsel must be available at 8:30 a.m. (or earlier if necessary to ensure that trial commences on time) to meet with the Court concerning scheduling, trial problems, and to obtain advance rulings on evidentiary or other issues.

### **3. Trial Briefs**

Trial briefs are not required but are encouraged and should not exceed fifteen (15) pages. Said trial briefs shall include a brief narrative, list of witnesses, and a statement of any significant substantive (e.g., Daubert) or evidentiary (e.g., Federal Rules of Evidence 103) issues that the submitting party deems necessary to be addressed and resolved by the Court prior to trial, and whether a pretrial hearing is deemed necessary. The filing date for the briefs will be set at the final pretrial conference.

### **4. Motions *In Limine***

Unless otherwise ordered, motions *in limine* must be filed at least seven (7) days prior to the commencement of trial absent good cause shown, and responses thereto within three (3) days.

### **5. Voir dire**

The filing date for proposed voir dire questions will be set at the final pretrial conference. Magistrate Judge Eddy's Courtroom Deputy will conduct the voir



dire. Supplemental questions will be permitted as required. Counsel shall attempt to obtain consent of opposing counsel prior to submission of any such supplemental voir dire. Those supplemental voir dire questions to which counsel have agreed shall state (“Consented To By Counsel”).

**6. Notetaking by Jurors**

The Court usually allows jurors to take notes unless counsel articulates a valid objection prior to the commencement of trial.

**7. Side Bars**

Side bars will be permitted when necessary, by permission of the Court. However, counsel should be mindful of the negative impression side bars create on the jurors. Counsel should anticipate matters to be discussed outside of the jurors' presence and raise them either at the beginning or end of each trial day.

**8. Examination of Witnesses Out of Sequence**

Examination of a witness out of sequence is permitted.

**9. Opening Statements and Summations**

Unless otherwise ordered, there are no court imposed time limits on opening statements and closing arguments. Defense counsel may defer opening statements.

**10. Examination of Witnesses or Argument by More than One Attorney**

One attorney for each party may conduct an examination of any witness and may argue any motion or point.

**11. Examination of Witnesses Beyond Direct and Cross**

Redirect and recross of a witness will be permitted but may not exceed the scope of the immediately preceding line of questions. The Court does not permit any further examination.

**12. Videotaped Testimony**

Magistrate Judge Eddy has no special procedures or requirements with respect to the use or admission of videotaped testimony. Counsel, however, should inform the court in advance of trial of the intention to use such evidence, so that the Judge and parties may discuss the procedures to be utilized.

**13. Reading of Material into the Record**

The Court has no special practice with regard to reading deposition testimony, stipulations and the like into the record. It will be considered on a case by case basis.

**14. Exhibits**

All exhibits must be listed in the Pretrial Narrative Statements. Plaintiff(s) shall use numbers; defendant(s) shall use letters. The parties are expected to comply with Local Rule 16.1.C.5 by exchanging exhibits prior to the final pretrial conference, unless otherwise ordered by the Court, and should be prepared to indicate a position at the final pretrial conference with regard to the authenticity and admissibility of the opponent's exhibits. All exhibits shall be marked before trial. Exhibits may be introduced out of sequence.

Counsel shall obtain the Court's approval in advance for use of any visual aid(s) during opening statements. Otherwise, visual aids are permitted during trial and should be marked and offered into evidence as with any other exhibit.

Counsel for each party will be expected to provide two (2) tabbed exhibit binders to the Court and one (1) binder to counsel for each opposing party in advance of trial.

Voluminous data shall be presented by summary exhibits pursuant to Fed.R.Evid. 1006, and voluminous exhibits shall be redacted to eliminate irrelevant material (which shall remain available for examination by opposing counsel). Where copies of documents are offered, the originals shall be available for examination, unless waived by stipulation.

**15. Directed Verdict Motions**

Magistrate Judge Eddy does not have any special requirements beyond that set forth in the Federal Rules of Civil Procedure.

**16. Jury Instructions and Verdict Forms**

The Court requires counsel to confer and submit a single set of agreed upon jury instructions and a proposed verdict form, and to submit to chambers an electronic copy of said jury instructions in Microsoft Word. To the extent that the parties cannot agree on a particular instruction or form, the various versions proposed by the parties and/or any objections shall be included where appropriate in the document, placing competing versions of a given instruction one after the other, and objections to a given instruction immediately following the contested instruction.

The date for filing same will be set in the Final Pretrial Order. The Court will hold a charging conference at which time counsel will receive the final charge and verdict form to be given to the jury.

**17. Proposed Findings of Fact and Conclusions of Law**

In any non-jury trial, the parties will be required to submit proposed findings of fact and conclusions of law within thirty (30) days of the conclusion of testimony/final argument. The Court also requires that the parties separately submit to the Court their respective proposed findings and conclusions in Microsoft Word.

**18. Offers of Proof**

Offers of proof should not be required since the Court sets aside time before and after a trial day to discuss trial/evidentiary matters with counsel. Should the need arise during trial, however, the Court does not impose any restrictions.

**19. General Courtroom Rules**

Counsel shall conduct themselves with courtesy and civility at all times. Magistrate Judge Eddy will not tolerate demonstrations of hostility, discrimination or bias of any kind. All parties and party representatives are also expected to conduct themselves in a similarly appropriate manner.

**E. Jury Deliberations**

**1. Written Jury Instructions**

The jury will be given a written copy of the jury instructions.

**2. Exhibits in the Jury Room**

All admitted exhibits will be given to the jury for use in deliberations, except those that could prove to be dangerous.

**3. Use of Courtroom Technology**

The parties are required to use trial presentation technology and courtroom technology, and trial exhibit summaries (pursuant to Rule 1006 of the Federal Rules of Evidence), to the fullest extent possible in all cases. Should the parties require training or other information on use of the courtroom technology, the parties may contact Sean Fox, of the Information Technology Department, at (412) 208-7468.

**4. Jury Requests to Read Back Testimony or Replay Tapes During Deliberations**

Generally the Court is not inclined to grant these requests. In the event of such a request, the Court will confer with counsel and arrive at a satisfactory instruction.

**5. Jury Questions**

Jury questions must be in writing. The Court will confer with counsel and arrive at a satisfactory instruction/response.

**6. Availability of Counsel During Jury Deliberations**

Trial counsel may not remain in the courtroom during deliberations but must be available by telephone and able to return to the courthouse within a reasonably short period of time.

**7. Interviewing the Jury**

Magistrate Judge Eddy will inform the jurors that they may speak to counsel but are not required to do so. Counsel shall not approach any juror until the Court has met with and dismissed them.

**F. General**

**1. Special Types of Cases**

Magistrate Judge Eddy has no special practice or procedure with respect to any particular type of case.

**2. Other Individual Practices and Procedures**

The attorneys, parties and witnesses must be civil and courteous to one another at all times.

**IV. CRIMINAL CASES**

Criminal cases before Magistrate Judge Eddy are limited to petty offenses, misdemeanor charges and preliminary criminal proceedings (e.g., arraignment, detention hearings, etc.). Counsel must be well prepared and have conferred with their client prior to the scheduled criminal proceeding. Counsel shall conduct themselves with courtesy and civility.